

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT - SB 82**

TRANSFER OPPORTUNITY

Intermediate Typist Clerk

An Intermediate Typist Clerk is being recruited to provide clerical support to the Countywide Resource Management's (CRM), newly funded program under Senate Bill (SB) 82, the Investment in Mental Health Wellness Grant Program. Countywide Resource Management (CRM) has been designated by the Department to manage the County's SB 82 programs, including the establishment of three contracted Urgent Care Centers (UCC), 35 contracted Crisis Residential Treatment Programs (CRTP) located throughout the county with a total of approximately 560 beds, and eight Crisis Transition Specialist Teams to be located in the UCCs. The Intermediate Typist Clerk is a vital role in supporting the CRM's responsibility to manage and implement SB 82 programs. **This position is located at DMH Headquarters, 550 S. Vermont Ave., 9th floor CA 90020.**

DUTIES:

- Screen calls, furnish requested information or refer calls to other staff;
- Document and track incoming and outgoing correspondence;
- Type memorandums, letters, and agendas;
- Maintain filing system;
- Prepare requisitions and special requests;
- Obtain data and prepare reports; and
- Track the progress of plans, improvements, and projects;

DESIRABLE QUALIFICATIONS:

- Ability to work a Monday-Friday 8-4:30pm or 8:30-5pm schedule.
- Effective verbal and written communication skills;
- Ability to prioritize and the flexibility to adjust priorities as needed and multi-task throughout the day with work interruptions;
- Strong organizational skills;
- Experience and knowledge in working with Microsoft Office (Including Word, and Excel) and Outlook; and
- Experience in reviewing, recording, and maintaining time records for employees by using the DMH electronic timesheet program (eCAPS) *preferred*.

Interested individuals who currently are an Intermediate Typist Clerk are encouraged to FAX their résumé, last two (2) Performance Evaluations, and last two (2) years of master time records to:

**Jacqueline Yu, LCSW
Mental Health Clinical Program Manager II
Countywide Resource Management
550 S. Vermont Ave., 9th floor
Los Angeles, CA 90020**

Email: Kelly Chi at KChi@dmh.lacounty.gov